

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**SCHOOL PSYCHOLOGIST**

**JOB DESCRIPTION**

Employees in this job complete a variety of assignments, which focus on the psycho-educational development of individuals, their abilities and potentials, and the emotional and cultural factors that influence the learning process.

There are three classifications in this job.

**Position Code Title – School Psychologist-E**

School Psychologist 9

This is the entry level. As a trainee, the employee carries out a range of professional school psychologist assignments while learning the methods of the work.

School Psychologist 10

This is the intermediate level. The employee performs an expanding range of professional school psychologist assignments in a developing capacity.

School Psychologist P11

This is the experienced level. The employee performs a full range of professional school psychologist assignments in a full functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Interprets the results of diagnostic tests and prepares written and/or verbal reports delineating recommendations for presentation to the student, school staff and other institution staff.

Selects, administers, scores and evaluates psychological tests such as the Weschler Adult Intelligence Scale, the Woodcock-Johnson Psycho-Educational Battery, the Wide

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Range Achievement, Interest and/or Opinion Tests, and the General Aptitude Test Battery.

Conducts individual, family and group counseling sessions designed to facilitate the psycho-educational advancement of the student.

Assists school staff in the development of appropriate academic and vocational educational plans for the student.

Acts as a psychological consultant for other staff members and community agencies.

Provides vocational, interest, aptitude and career exploration counseling to students.

Assists in the development and presentation of in-service training and public education programs.

Occasionally travels as required by the work.

Conducts school orientation sessions for new students.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other nonessential functions as required.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of emotional, social, psychological and environmental problems and techniques applicable in their alleviation.

Knowledge of state and federal laws rules and regulations relating to the academic and vocational rights of students.

Knowledge of counseling tools and techniques.

Knowledge of interviewing techniques.

Knowledge of individual and group testing techniques and interpretations.

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Knowledge of the types and uses of standardized psychological tests including those applicable in testing students referred to as potentially handicapped under state and federal laws.

Knowledge of the educational requirements for positions in business, industry and government.

Knowledge of the problems of the physically and/or economically disadvantaged.

Ability to administer, score, and interpret psychological tests.

Ability to prepare clear and concise case studies.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

### **Working Conditions**

Some jobs require direct contact with prisoners.

Some travel may be required.

### **Physical Requirements**

None.

### **Education**

Possession of a master's degree in school psychology or its equivalent with 45 graduate semester hours in school psychology or a related area and completion of a 500 clock hour supervised internship with school aged persons in an approved school psychologist training program as part of the Master's degree program.

### **Experience**

#### **School Psychologist 9**

No specific amount or type is required.

#### **School Psychologist 10**

One year of experience providing professional school psychologist services equivalent to a School Psychologist in state service.

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### **School Psychologist P11**

Two years of experience providing professional school psychologist services equivalent to a School Psychologist in state service, including one year equivalent to an intermediate level School Psychologist.

### **Special Requirements, Licenses, and Certifications**

Current approval by the Michigan Department of Education as a fully approved school psychologist.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>		
SCHOOLPSY	School Psychologist		
<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>	
School Psychologist-E	SCHLPSYE	W22-014	

ECP Group Two  
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